

Fleet Vehicle Reservation

User Name: # of Persons in Vehicle (including driver):

Penn State ID Number: Fleet Driver Needed:

Vehicle Type Requested:

Purpose of Trip:

Destination (include city and state):

Pickup Date: Time:

Return Date: Time:

Signature: Budget/Fund/CC:

FLEET OPERATION HOURS:

Monday through Friday 6:00 a.m. to 12:00 midnight
Saturday and Sunday 7:00 a.m. to 3:00 p.m.

Drivers must be PSU employees, be 21 years of age or over, and hold a valid appropriate class driver's license. Work-study and non-employee students are NOT permitted to be the primary driver but may act as a relief driver when accompanying a faculty or staff member on a long trip.